

**HINGHAM AFFORDABLE HOUSING TRUST  
HINGHAM, MASSACHUSETTS  
OPEN SESSION MINUTES**

**Date:** August 18, 2021

**Location:** Hingham Town Hall, Central North Meeting Room

**Called to Order:** 7:00 pm

**Attendance:** Tim White, Kathleen Amonte, Amy Farrell (Chair), Liz Klein, Jack Falvey, and Randy Winters; also attending were Emily Wentworth, Michael Silveira, 3 LSA tenants, Walter Sullivan, Frank Pollock, and Paul Mirabito

Prior to the meeting, Trust members were provided with an Agenda Summary outlining the latest updates on agenda items since the July 14, 2021 meeting.

Chair, Amy Farrell, introduced Randy Winters as the newest member of the Trust. Randy and Trust members introduced themselves.

**Approval of Minutes from Meeting of July 14, 2021:**

Voted – A motion was entertained by Amy to approve the minutes as amended. The motion was moved by Kathleen and seconded by Tim to approve the minutes from July 14, 2021. A vote was taken, all were in favor; the motion passed.

**499 Cushing Street:**

In addition to the updates outlined in the agenda summary, Jack added that the appraisal has been completed and should be discussed in executive session.

As mentioned in the agenda summary, Richardson Insurance requires a home inspection as part of the insurance policy. Michael is working to schedule this inspection with the tenant.

With respect to the repairs needed, Emily spoke with procurement officer Kathy Riley about Emergency Repairs and was told that there may be a state equivalent to a local standing on-call repair contractor, but otherwise it will need to go through the state. She added that this would encounter similar issues to what the Trust is experiencing now due to the lack of help that is available. Amy added that it may be worth reaching out to the Tracers Program at HHS if we are unable to find a professional.

**29-31 Rhodes Circle:**

The final walkthrough was conducted with Sciaba Construction, Emily, Nancy, and Michael. Emily added that the completed project looks great. With respect to the optional repairs, the patchwork for the vinyl siding and the shingle painting has been completed, but the driveway still needs to be repaired. Additionally, the boiler at 31 Rhodes Circle needs to be replaced. The recommendation is to have the driveway replaced under the existing contract and begin a new contract for the boiler replacement.

Jack asked what the additional expense is to make it market-ready. Emily responded that on top of the outstanding expenses not covered by the grant, the boiler replacement and landscaping need to be

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completed. This would hopefully be around \$8,000. Additionally, there will be marketing and legal expenses with the sale of property. Two quotes were received for the marketing of the property and the LA Associates quote seems to be the better option based upon the lower price. Other expenses proposed are the division of the basement, and a washer, dryer, and refrigerator for each unit.

Voted - Amy entertained a motion to have Emily and Michael work with Nancy to create plans to divide the basement, landscape the property, replace boiler, purchase a washer, dryer and refrigerator for each unit, and execute contracts as necessary. The motion was moved by Kathleen, and seconded by Tim. All voted in favor. The motion passed.

Voted - Amy entertained a motion to engage in LA Associates for the LAU process. The motion was moved by Tim, and seconded by Kathleen. All voted in favor. The motion passed.

Amy asked what the Trust was aiming for with respect to the closing. Emily updated that Susan Murphy was working on the legal side of things. The Trust is hoping this process will be completed by the end of the year or beginning of next year.

**Lincoln School Apartments:**

Three tenants of the LSA were present and were interested to hear about anything regarding the property. Amy updated that bids are being received for the window replacement project. Additionally, two bids have been received for the capital needs assessment. Amy added that there has recently been increased transparency between Corcoran and the Town with respect to their financial reporting so the Town can have a better sense of what is occurring at the LSA.

Kathleen added that at a recent meeting between the Town and Corcoran, Corcoran agreed to send the Town their cash flow calculation for 2020.

Amy reviewed the breakdown of accountability and responsibility when it comes to the LSA, as well as certain ground lease agreements between the Town and the tenant. Amy added that the Town has recently revisited lease payment detail in order to better understand what their breakdown is.

LSA tenant Carol Buccella of Apt 112 asked where residents should go if there is an issue in the building, Amy responded that first speaking with onsite property management, Corcoran Management, second attending the Board of Managers meetings are the best options, in order, and reviewed when those meetings are.

Carol mentioned an issue with marijuana smoke entering her apartment. She has reached out to management. Amy stated that the Trust will escalate and review this matter with the property manager.

**Potential Property Acquisition:**

Frank Pollock, his consultant Paul Mirabito, and his attorney Walter Sullivan, presented plans to develop affordable housing adjacent to a school they are seeking to develop between Hull and Rockland Streets. Paul presented initial plans to the Trust showing 6 proposed multi-unit housing buildings off of Hull Street and reviewed the proposed access to the property. The proposal is to connect to sewer. In response to

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questions, Frank stated that his plan would be to develop the property rather than sell it to the town, and was flexible about providing the number of affordable housing units the Town deemed appropriate. Initial plans were for 30 units per building in each of the 6 buildings with an underground garage for resident parking. Each unit would be between 1350 and 1500 SF. He does not have affordable housing experience. Walter added that they are currently working on a smaller scale project in Scituate with their Affordable Housing Trust. Frank added that it has not been decided yet if they will be rentals or condos.

Emily noted that zoning regulations do not permit this type of development in this area of town. The applicant would need pursue a Comprehensive Permit. Additionally, there is no sewer capacity in this area of town so the inter-municipal agreement with the Town of Hull would need to be reopened to tap into their sewer. The other option could be to create an onsite wastewater treatment plant. Emily added that this would be the most viable option. Emily provided additional context with respect to the relative density of other large housing developments around town. This proposal would be much denser due to the smaller parcel of land and number of units proposed.

Amy clarified that the presenters only seek Trust support of the project during the potential Comprehensive Permit process. Tim asked if Walter had been involved in any affordable housing projects. Walter reviewed some of the affordable housing projects he has been involved in.

Emily clarified that the developers would need to make 25% of the units affordable at 80% AMI or 20% affordable at 50% AMI and 10% of the units would need to be at least 3 bedrooms. Frank noted that they are open to adding more than 20-25% affordable housing if the Trust was so inclined.

Jack asked whether they were amenable to proceeding at a smaller scale, for example 120 units, due to density issues. Emily noted that other similar housing developments in town had to reduce their density before receiving approval. They indicated that at this point they are flexible.

Tim and Kathleen agreed to be the points of contact on this potential project.

**302-304 Whiting Street:**

Tim mentioned the property should be conveyed to Habitat shortly having received its final permits. Tim reviewed issues raised by the Board of Health over the past few months. The language in the BOH permit requires a response from the Trust with an action plan regarding the issues raised by the BOH concerning the potable well on an abutter's property.

Tim sought input from the Trust as a whole as to the appropriate response. Trust members discussed potential responses, including the suggestion made by the BOH's Chair that the Trust consider purchasing a whole-house water filtration system for the abutter. After significant discussion, Trust members agreed that the Trust should focus on complying with the decision and conditions issued by the ZBA, and that the purchase of the filtration system, which was not a condition imposed through the ZBA process, seemed unwarranted. Emily noted that there is no near-term deadline for the response. Emily noted that the Trust has reviewed the applicant's engineer's report and the ZBA's peer review engineer's report which did not support the potential health risks about which the BOH is concerned. Tim agreed to draft a response in line with this discussion for further consideration at the October or November meeting. Trust members agreed to discuss further the appropriate response once it has a draft response before it.

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**270 Central Street:**

Greg, Emily, and Michael conducted a walkthrough yesterday (8/17) and will be finalizing the Invitation for Bids (IFB). A look at the completed septic work was also noted. Amy added that we would use CPA funds for this project. The goal is to get the IFB out by the end of the week.

**Housing Plan:**

Defer to next month

**2021 CPC Application:**

Jack has agreed to lead this and he and Amy have a call with Larry Linder, CPC Chair, this week. The Trust owes a preliminary application on 9/14/21. Habitat is planning to apply directly to the CPC in connection with construction at Whiting Street. Emily added that the best route would be for Habitat to submit their application to CPC directly rather than the Trust and staff being responsible for their application.

Kathleen asked if the Trust needed to return CPC money if it is not used. Emily responded that the Trust does not. She also requested that any grant applications that the Trust has signed be provided to Town staff.

Amy added that she will ask Larry for clarification on the process and the 2020 reporting. Jack noted that any property acquisition in connection with LSA expansion might be a qualified CPC expenditure.

**Ridgewood Crossing:**

The potential closing is scheduled to be held at Town Hall on August 30, but it is unclear if the closing will actually occur. The sale price would be around \$180k and significant work would likely need to be done. It would be an expenditure the Trust has authorized multiple times in the past.

**Treasurer's Report/Approval of Invoice:**

Michael reviewed the reports for June and July and fielded questions of clarification.

Voted - Amy entertained a motion to approve the Treasurer's reports for June and July. The motion was moved by Kathleen and seconded by Tim. All voted to approve. The motion passed.

**Chairperson's Report:**

Amy suggested creation of small working groups concerning i) an acquisition criteria/due diligence checklist, ii) a contractor resources initiative, iii) Trust communications, including utilization of the website for community outreach and education, and iv) other follow-through on recommendations of the draft housing plan.

Jack agreed to work with Nancy on the website/community outreach piece.



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Amy recommends that Randy and Greg develop the acquisition criteria/due diligence checklist; Randy agreed and Amy said she would discuss with Greg.

Emily volunteered Town staff to work on the contractor resources initiative. Amy suggested a Trust member to be identified later also work on it.

Finally, Amy suggested that Liz, as a member of the BOS, work with Nancy on the Housing Plan as it overlaps with the Master Plan, and Liz agreed.

**Set Next Meeting:** September 15, 2021

**Old Ship Executive Session:** Voted – A motion was made by Amy and seconded by Kathleen to convene into executive session for the purpose of considering the purchase, exchange, lease, or value of real estate and not reconvene into Open Session. A roll call vote was taken, all were in favor; the motion passed.

**Meeting Adjournment:** 9:25 pm.

Meeting Documents:

1. Agenda Summary, 8.18.21
2. Board of Health Letters of Approval for 302-304 Whiting Street
3. Conservation Commission Order of Conditions for 302-304 Whiting Street
4. Habitat for Humanity CPA Application for 302-304 Whiting Street
5. LSA Capital Needs Assessment quotes from Onsite & C3
6. Additional Repairs Quote for 29-31 Rhodes Circle
7. Ridgewood Crossing Letter from K. Ryan, dated 7.1.21
8. Ridgewood Crossing Letter RE Closing from K. Ryan, dated 8.13.21
9. LAU Application Quote Proposals from LA Associates & MCO
10. Treasurer's Reports for June 2021 & July 2021

Respectfully submitted by: Michael Silveira

Approved: September 22, 2021

Released: September 22, 2021

**Town of Hingham**



**Hingham Affordable Housing Trust  
Meeting Agenda**

August 18, 2021

7:00 PM

**Hingham Town Hall - 210 Central Street – Central North Meeting Room**

**New Member:** Welcome Randy Winters

**Minutes Approval:** July 14, 2021 – Open Session

**Active Projects:**

**1. 499 Cushing Street**

- Tenant is currently up-to-date with rent payments
- No bids were received for the repairs work. 2 Contractors, contacted by staff, went onsite to scope the work that needs to be completed.
- Richardson Insurance is requiring an inspection be conducted ASAP as part of the insurance policy
- Mark Tyburski appraisal for Pennimen property is being finalized. To be included in executive session if numbers are ready for Wednesday.

**2. 29-31 Rhodes Circle**

- Work outlined in bid package has been completed. Additional work not included that was completed are the painting of some rear shingles and repairs to holes in some vinyl siding.
- Additional potential and necessary repairs include repaving of left driveway and replacement of boiler at 31 Rhodes Circle. A quote for the driveway is attached and one for the boiler is still being sought.
- 2 Quotes received for LAU Application

**3. 302-304 Whiting Street**

- BOH approved the permit at their July 19, 2021 meeting with conditions. The decision is attached.
- Conservation Commission Order of Conditions was issued July 28, 2021 and is attached
- Application was filled out by Habitat and is attached. Final submittal is due September 14. Jill from Habitat plans to submit on September 1 if no edits are required

## Town of Hingham



- Notes from Chair: Tim was going to draft a response to Condition #1 in both BOH permits. I think we need to agree as a Trust what the responsibility of the Trust is post transfer. If we don't have something to review prior to meeting, let's agree on content/tone. Then Tim can draft. Question for board is do we want to see and vote on the final document. Noreen from Habitat has indicated the appeal period for Con COM OOC has expired o they are preparing to transfer title. A pre-construction meeting with Emily is to be scheduled.

### 4. 270 Central Street

- Septic work by Ralph Schirmer has been completed
- IFB is being finalized

### 5. Lincoln School Apartments

- Corcoran is committing to increased transparency with the Town by means of providing monthly statements and reports to town staff.
- 2 Bids were received for the Capital Needs Assessment and a 3<sup>rd</sup> from Davis Square has been requested. Quotes received are attached.
- Notes from Chair: Since July AHT meeting, Emily attended the July LSA BOM meeting, met BOM members as well as Rep from Property Manager, Corcoran Management. All monthly reporting from Corcoran will now be sent to Town of Hingham (attn Zoning) as well as BOM
- As part of increased engagement by staff With LSA, town counsel, John Coughlin and Susan Murphy, have refreshed and reviewed the responsibilities of the parties (Tenant/BOM) and Landlord (AHT/Town of Hingham) under the ground lease. A summary of those responsibilities was prepared by S. Murphy and circulated to town hall staff, AHT (treasurer) and Corcoran. As part of that review, Corcoran is calculating cash flow for 2020, first year of a HUD rent increase. (Question: when was cash flow due? To whom is it being reported?) I was not at that meeting
- Invitation to bid for Window replacement was advertised. Bids are due through sept 2.

### Other Business:

#### 1. Housing Plan

- Notes from Chair: Nancy has agreed to support follow-up recommendations in Housing Plan. Unclear what format that will take or if there will be a formal committee tasked with that responsibility. Remains outstanding question on how Selectboard/Planning Board will use that document. More clarity needed.

## Town of Hingham



### 2. **2021 CPC Application**

- Notes from Chair: Jack Falvey will take leadership role, but will require engagement from Treasurer, staff. Good project to engage another member of AHT. Habitat has drafted a submission to CPC

### 3. **Ridgewood Crossing**

### 4. **Potential Property Acquisition**

- Rockland Street
- Rockwood Road

### 5. **Treasurer's Report**

- June
- July

### 6. **Chairperson's Report**

- One opening remaining on Trust
- One opening for LSA BOM

### 7. **Set Next Meeting Date**

- September 15, 2021

### 8. **Executive Session** – Old Ship Church; Pennimen Property – *Not Needed*

- For the purpose of considering the purchase, exchange, lease, or value of real estate

### 9. **Adjournment**

TOWN OF HINGHAM - BOARD OF HEALTH  
210 Central Street  
Hingham, Massachusetts 02043  
LOCAL UPGRADE APPROVAL

Facility/system owner:      Name: Hingham Affordable Housing Trust  
Address: 210 Central St, Hingham MA 02043  
**Facility Address: 302 Whiting St, Hingham, MA 02043**  
*40 B – ZBA approved local variances, no Title 5 divergences requested*

Type of facility:              Residential ☒      Institutional      Commercial      School

Application:                  Design flow per 310 CMR 15.203      gpd 330  
Repair/Replace/Upgrade ☒      Install/New Construction

System designer:            Name: Gary James  
Address: 125 Great Rock, Hanover, MA 02341  
Plan: Proposed Septic System 302/304 Whiting St Hingham MA 02339  
Date: 2/15/21      Date of DWCP Approval: 07/22/21 (BoH)

**CONDITIONS**

1. The applicant will provide the Board of Health a written action plan based on the BoH concerns regarding the potable well at 300 Whiting St.
2. Construction shall conform to the submitted plan referenced in this approval letter.
3. The system is not designed to accommodate a garbage disposal. As such, one shall not be used or installed at this facility.
4. There shall be no increase in design flow in exceedance of the approved septic flow including number of bedroom, for facility.
5. An as-built plan is to be submitted to the Hingham Health Department upon completion of the Sewage Disposal System.
6. The Hingham Health Department and the design engineer are to be notified for inspections of the Sewage Disposal System during construction.
7. Design Engineer shall stake SAS limits in the field prior to the commencement of the SAS construction.

NOTICE: Please be advised that the processing of a Certificate of Compliance will take 48 hours from the completion and inspection of the installation of the Sewage Disposal System and receipt by the Board of Health of all required paperwork, including a completed as-built plan.

Board of Health Approving Authority:      Susan Sarni MPH, Executive Health Officer  
Susan Sarni 7.19.21

TOWN OF HINGHAM - BOARD OF HEALTH  
210 Central Street  
Hingham, Massachusetts 02043  
LOCAL UPGRADE APPROVAL

Facility/system owner:      Name: Hingham Affordable Housing Trust  
   Address: 210 Central St, Hingham MA 02043  
   **Facility Address: 304 Whiting St, Hingham, MA 02043**  
   *40 B – ZBA approved local variances, no Title 5 divergences requested*

Type of facility:              Residential ☒      Institutional      Commercial      School

Application:                  Design flow per 310 CMR 15.203      gpd 330  
   Repair/Replace/Upgrade ☒      Install/New Construction

System designer:            Name: Gary James  
   Address: 125 Great Rock, Hanover, MA 02341  
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2. Construction shall conform to the submitted plan referenced in this approval letter.
3. The system is not designed to accommodate a garbage disposal. As such, one shall not be used or installed at this facility.
4. There shall be no increase in design flow in exceedance of the approved septic flow including number of bedroom, for facility.
5. An as-built plan is to be submitted to the Hingham Health Department upon completion of the Sewage Disposal System.
6. The Hingham Health Department and the design engineer are to be notified for inspections of the Sewage Disposal System during construction.
7. Design Engineer shall stake SAS limits in the field prior to the commencement of the SAS construction.

NOTICE: Please be advised that the processing of a Certificate of Compliance will take 48 hours from the completion and inspection of the installation of the Sewage Disposal System and receipt by the Board of Health of all required paperwork, including a completed as-built plan.

Board of Health Approving Authority:      Susan Sarni MPH, Executive Health Officer  
Susan Sarni 7.19.21





## TOWN OF HINGHAM CONSERVATION COMMISSION

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### ORDER OF CONDITIONS: DEP #034-1408

TO: Noreen Brown, South Shore Habitat for Humanity, and Trustees of the Hingham  
Affordable Housing Trust  
FROM: Loni Fournier, Conservation Officer *SMS*  
DATE: July 28, 2021  
TITLE: Order of Conditions for 302-304 Whiting Street, Hingham, MA 02043

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The Hingham Conservation Commission has issued an Order of Conditions pursuant to the Massachusetts Wetlands Protection Act and the Town of Hingham Wetlands Bylaw for the above-referenced project. The Order of Conditions is attached to this letter and is the permit to proceed with the approved project. The Order of Conditions is valid for three years from the date of issuance and will expire on July 29, 2024.

In order to begin work, you are responsible for the following actions:

1. Record the **original** Order of Conditions at the Plymouth Registry of Deeds after the appeal period ends on August 11, 2021.
2. Submit **proof** that the Order of Conditions was recorded to the Conservation Office at 210 Central Street, Hingham, MA.
3. Contact the Conservation Office for a pre-construction meeting prior to beginning work. Be prepared to provide contact information for the contractor who will manage the project on site.

To complete your project, you will need to take the following actions:

1. If you need an extension to complete the project within the approval period, submit a request to extend the Order of Conditions, in writing, to our office at least 30 days prior to the expiration date.
2. When the project is fully constructed and the terms of the Order of Conditions have been met, submit a Request for Certificate of Compliance to the Conservation Office. Please use the most recent DEP form to submit the request.

For your convenience, a guide to permitting is available at the Town of Hingham's Conservation Commission webpage at <http://www.hingham-ma.gov/DocumentCenter/Home/View/3157>. If you have questions about the Order of Conditions or any of the required actions, please call the Conservation Office.

C: SERO (via email only [SERO\\_NOI@mass.gov](mailto:SERO_NOI@mass.gov))  
Emily Wentworth



**Massachusetts Department of Environmental Protection**  
**Bureau of Resource Protection - Wetlands**  
**WPA Form 5 – Order of Conditions**  
 Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by MassDEP:

034-1408

MassDEP File #

eDEP Transaction #

Hingham

City/Town

## A. General Information

**Please note:**  
 this form has  
 been modified  
 with added  
 space to  
 accommodate  
 the Registry  
 of Deeds  
 Requirements

**Important:**  
 When filling  
 out forms on  
 the  
 computer,  
 use only the  
 tab key to  
 move your  
 cursor - do  
 not use the  
 return key.



1. From: Hingham  
 Conservation Commission

2. This issuance is for  
 (check one): a. ☒ Order of Conditions b. ☐ Amended Order of Conditions

3. To: Applicant:

Noreen

a. First Name

Browne

b. Last Name

South Shore Habitat for Humanity

c. Organization

20 Mathewson Drive

d. Mailing Address

Weymouth

e. City/Town

MA

f. State

02189-2346

g. Zip Code

4. Property Owner (if different from applicant):

a. First Name

b. Last Name

Trustees of the Hingham Affordable Housing Trust

c. Organization

210 Central Street

d. Mailing Address

Hingham

e. City/Town

MA

f. State

02043

g. Zip Code

5. Project Location:

302-304 Whiting Street

a. Street Address

Hingham

b. City/Town

187

24

c. Assessors Map/Plat Number

d. Parcel/Lot Number

Latitude and Longitude, if known:

d m s  
 d. Latitude

d m s  
 e. Longitude



**Massachusetts Department of Environmental Protection**  
**Bureau of Resource Protection - Wetlands**  
**WPA Form 5 – Order of Conditions**  
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**A. General Information (cont.)**

6. Property recorded at the Registry of Deeds for (attach additional information if more than one parcel):  
Plymouth  
 a. County 44803 b. Certificate Number (if registered land) 78  
 c. Book 7/22/21 d. Page 7/12/21  
 7. Dates: a. Date Notice of Intent Filed 7/28/21 c. Date of Issuance  
 8. Final Approved Plans and Other Documents (attach additional plan or document references as needed):  
Proposed Dwellings 302-304 Whiting Street (Sheets 1-8)  
 a. Plan Title James Engineering Gary James P.E.  
 b. Prepared By 7/7/21 c. Signed and Stamped by 1"=20'  
 (Revision 6, Revised Plantings Schedule) e. Scale  
Operation & Maintenance Plan for 302-302 Whiting Street 2/22/20  
 f. Additional Plan or Document Title g. Date

**B. Findings**

1. Findings pursuant to the Massachusetts Wetlands Protection Act:

Following the review of the above-referenced Notice of Intent and based on the information provided in this application and presented at the public hearing, this Commission finds that the areas in which work is proposed is significant to the following interests of the Wetlands Protection Act (the Act). Check all that apply:

- a. ☒ Public Water Supply b. ☐ Land Containing Shellfish c. ☒ Prevention of Pollution  
 d. ☒ Private Water Supply e. ☐ Fisheries f. ☒ Protection of Wildlife Habitat  
 g. ☒ Groundwater Supply h. ☒ Storm Damage Prevention i. ☒ Flood Control

2. This Commission hereby finds the project, as proposed, is: (check one of the following boxes)

**Approved subject to:**

- a. ☒ the following conditions which are necessary in accordance with the performance standards set forth in the wetlands regulations. This Commission orders that all work shall be performed in accordance with the Notice of Intent referenced above, the following General Conditions, and any other special conditions attached to this Order. To the extent that the following conditions modify or differ from the plans, specifications, or other proposals submitted with the Notice of Intent, these conditions shall control.



Massachusetts Department of Environmental Protection  
Bureau of Resource Protection - Wetlands  
**WPA Form 5 – Order of Conditions**  
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

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## B. Findings (cont.)

### Denied because:

- b. ☐ the proposed work cannot be conditioned to meet the performance standards set forth in the wetland regulations. Therefore, work on this project may not go forward unless and until a new Notice of Intent is submitted which provides measures which are adequate to protect the interests of the Act, and a final Order of Conditions is issued. **A description of the performance standards which the proposed work cannot meet is attached to this Order.**
- c. ☐ the information submitted by the applicant is not sufficient to describe the site, the work, or the effect of the work on the interests identified in the Wetlands Protection Act. Therefore, work on this project may not go forward unless and until a revised Notice of Intent is submitted which provides sufficient information and includes measures which are adequate to protect the Act's interests, and a final Order of Conditions is issued. **A description of the specific information which is lacking and why it is necessary is attached to this Order as per 310 CMR 10.05(6)(c).**
3. ☒ Buffer Zone Impacts: Shortest distance between limit of project disturbance and the wetland resource area specified in 310 CMR 10.02(1)(a) 50.1  
a. linear feet

### Inland Resource Area Impacts: Check all that apply below. (For Approvals Only)

Resource Area	Proposed Alteration	Permitted Alteration	Proposed Replacement	Permitted Replacement
4. <input type="checkbox"/> Bank	a. linear feet	b. linear feet	c. linear feet	d. linear feet
5. <input checked="" type="checkbox"/> Bordering Vegetated Wetland	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
6. <input type="checkbox"/> Land Under Waterbodies and Waterways	a. square feet	b. square feet	c. square feet	d. square feet
	e. c/y dredged	f. c/y dredged		
7. <input type="checkbox"/> Bordering Land Subject to Flooding	a. square feet	b. square feet	c. square feet	d. square feet
Cubic Feet Flood Storage	e. cubic feet	f. cubic feet	g. cubic feet	h. cubic feet
8. <input type="checkbox"/> Isolated Land Subject to Flooding	a. square feet	b. square feet		
Cubic Feet Flood Storage	c. cubic feet	d. cubic feet	e. cubic feet	f. cubic feet
9. <input checked="" type="checkbox"/> Riverfront Area	<u>12300</u>	<u>12300</u>		
	a. total sq. feet	b. total sq. feet		
Sq ft within 100 ft	<u>0</u>	<u>0</u>	<u>4606</u>	<u>4606</u>
	c. square feet	d. square feet	e. square feet	f. square feet
Sq ft between 100-200 ft	<u>12300</u>	<u>12300</u>	<u>5982</u>	<u>5982</u>
	g. square feet	h. square feet	i. square feet	j. square feet



Massachusetts Department of Environmental Protection  
Bureau of Resource Protection - Wetlands  
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## B. Findings (cont.)

**Coastal Resource Area Impacts:** Check all that apply below. (For Approvals Only)

	Proposed Alteration	Permitted Alteration	Proposed Replacement	Permitted Replacement
10. <input type="checkbox"/> Designated Port Areas	Indicate size under Land Under the Ocean, below			
11. <input type="checkbox"/> Land Under the Ocean	a. square feet	b. square feet		
	c. c/y dredged	d. c/y dredged		
12. <input type="checkbox"/> Barrier Beaches	Indicate size under Coastal Beaches and/or Coastal Dunes below			
13. <input type="checkbox"/> Coastal Beaches	a. square feet	b. square feet	c. <sup>cu yd</sup> nourishment	d. <sup>cu yd</sup> nourishment
14. <input type="checkbox"/> Coastal Dunes	a. square feet	b. square feet	c. <sup>cu yd</sup> nourishment	d. <sup>cu yd</sup> nourishment
15. <input type="checkbox"/> Coastal Banks	a. linear feet	b. linear feet		
16. <input type="checkbox"/> Rocky Intertidal Shores	a. square feet	b. square feet		
17. <input type="checkbox"/> Salt Marshes	a. square feet	b. square feet	c. square feet	d. square feet
18. <input type="checkbox"/> Land Under Salt Ponds	a. square feet	b. square feet		
	c. c/y dredged	d. c/y dredged		
19. <input type="checkbox"/> Land Containing Shellfish	a. square feet	b. square feet	c. square feet	d. square feet
20. <input type="checkbox"/> Fish Runs	Indicate size under Coastal Banks, Inland Bank, Land Under the Ocean, and/or inland Land Under Waterbodies and Waterways, above			
	a. c/y dredged	b. c/y dredged		
21. <input type="checkbox"/> Land Subject to Coastal Storm Flowage	a. square feet	b. square feet		
22. <input type="checkbox"/> Riverfront Area	a. total sq. feet	b. total sq. feet		
Sq ft within 100 ft	c. square feet	d. square feet	e. square feet	f. square feet
Sq ft between 100-200 ft	g. square feet	h. square feet	i. square feet	j. square feet



**Massachusetts Department of Environmental Protection  
Bureau of Resource Protection - Wetlands**

**WPA Form 5 – Order of Conditions**

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by MassDEP:

034-1408

MassDEP File #

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Hingham

City/Town

**B. Findings (cont.)**

\* #23. If the project is for the purpose of restoring or enhancing a wetland resource area in addition to the square footage that has been entered in Section B.5.c (BVW) or B.17.c (Salt Marsh) above, please enter the additional amount here.

23. ☐ Restoration/Enhancement \*

a. square feet of BVW

b. square feet of salt marsh

24. ☐ Stream Crossing(s):

a. number of new stream crossings

b. number of replacement stream crossings

**C. General Conditions Under Massachusetts Wetlands Protection Act**

**The following conditions are only applicable to Approved projects.**

1. Failure to comply with all conditions stated herein, and with all related statutes and other regulatory measures, shall be deemed cause to revoke or modify this Order.
2. The Order does not grant any property rights or any exclusive privileges; it does not authorize any injury to private property or invasion of private rights.
3. This Order does not relieve the permittee or any other person of the necessity of complying with all other applicable federal, state, or local statutes, ordinances, bylaws, or regulations.
4. The work authorized hereunder shall be completed within three years from the date of this Order unless either of the following apply:
  - a. The work is a maintenance dredging project as provided for in the Act; or
  - b. The time for completion has been extended to a specified date more than three years, but less than five years, from the date of issuance. If this Order is intended to be valid for more than three years, the extension date and the special circumstances warranting the extended time period are set forth as a special condition in this Order.
  - c. If the work is for a Test Project, this Order of Conditions shall be valid for no more than one year.
5. This Order may be extended by the issuing authority for one or more periods of up to three years each upon application to the issuing authority at least 30 days prior to the expiration date of the Order. An Order of Conditions for a Test Project may be extended for one additional year only upon written application by the applicant, subject to the provisions of 310 CMR 10.05(11)(f).
6. If this Order constitutes an Amended Order of Conditions, this Amended Order of Conditions does not extend the issuance date of the original Final Order of Conditions and the Order will expire on \_\_\_\_\_ unless extended in writing by the Department.
7. Any fill used in connection with this project shall be clean fill. Any fill shall contain no trash, refuse, rubbish, or debris, including but not limited to lumber, bricks, plaster, wire, lath, paper, cardboard, pipe, tires, ashes, refrigerators, motor vehicles, or parts of any of the foregoing.





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**C. General Conditions Under Massachusetts Wetlands Protection Act**

8. This Order is not final until all administrative appeal periods from this Order have elapsed, or if such an appeal has been taken, until all proceedings before the Department have been completed.
9. No work shall be undertaken until the Order has become final and then has been recorded in the Registry of Deeds or the Land Court for the district in which the land is located, within the chain of title of the affected property. In the case of recorded land, the Final Order shall also be noted in the Registry's Grantor Index under the name of the owner of the land upon which the proposed work is to be done. In the case of the registered land, the Final Order shall also be noted on the Land Court Certificate of Title of the owner of the land upon which the proposed work is done. The recording information shall be submitted to the Conservation Commission on the form at the end of this Order, which form must be stamped by the Registry of Deeds, prior to the commencement of work.
10. A sign shall be displayed at the site not less than two square feet or more than three square feet in size bearing the words,  

"Massachusetts Department of Environmental Protection" [or, "MassDEP"]  
"File Number                      034-1408                      "
11. Where the Department of Environmental Protection is requested to issue a Superseding Order, the Conservation Commission shall be a party to all agency proceedings and hearings before MassDEP.
12. Upon completion of the work described herein, the applicant shall submit a Request for Certificate of Compliance (WPA Form 8A) to the Conservation Commission.
13. The work shall conform to the plans and special conditions referenced in this order.
14. Any change to the plans identified in Condition #13 above shall require the applicant to inquire of the Conservation Commission in writing whether the change is significant enough to require the filing of a new Notice of Intent.
15. The Agent or members of the Conservation Commission and the Department of Environmental Protection shall have the right to enter and inspect the area subject to this Order at reasonable hours to evaluate compliance with the conditions stated in this Order, and may require the submittal of any data deemed necessary by the Conservation Commission or Department for that evaluation.
16. This Order of Conditions shall apply to any successor in interest or successor in control of the property subject to this Order and to any contractor or other person performing work conditioned by this Order.



Massachusetts Department of Environmental Protection  
Bureau of Resource Protection - Wetlands

## WPA Form 5 – Order of Conditions

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by MassDEP:

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Hingham

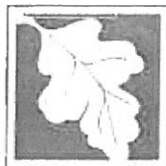
City/Town

### C. General Conditions Under Massachusetts Wetlands Protection Act (cont.)

17. Prior to the start of work, and if the project involves work adjacent to a Bordering Vegetated Wetland, the boundary of the wetland in the vicinity of the proposed work area shall be marked by wooden stakes or flagging. Once in place, the wetland boundary markers shall be maintained until a Certificate of Compliance has been issued by the Conservation Commission.
18. All sedimentation barriers shall be maintained in good repair until all disturbed areas have been fully stabilized with vegetation or other means. At no time shall sediments be deposited in a wetland or water body. During construction, the applicant or his/her designee shall inspect the erosion controls on a daily basis and shall remove accumulated sediments as needed. The applicant shall immediately control any erosion problems that occur at the site and shall also immediately notify the Conservation Commission, which reserves the right to require additional erosion and/or damage prevention controls it may deem necessary. Sedimentation barriers shall serve as the limit of work unless another limit of work line has been approved by this Order.
19. The work associated with this Order (the "Project")
  - (1) ☐ is subject to the Massachusetts Stormwater Standards
  - (2) ☒ is NOT subject to the Massachusetts Stormwater Standards

**If the work is subject to the Stormwater Standards, then the project is subject to the following conditions:**

- a) All work, including site preparation, land disturbance, construction and redevelopment, shall be implemented in accordance with the construction period pollution prevention and erosion and sedimentation control plan and, if applicable, the Stormwater Pollution Prevention Plan required by the National Pollution Discharge Elimination System Construction General Permit as required by Stormwater Condition 8. Construction period erosion, sedimentation and pollution control measures and best management practices (BMPs) shall remain in place until the site is fully stabilized.
- b) No stormwater runoff may be discharged to the post-construction stormwater BMPs unless and until a Registered Professional Engineer provides a Certification that:
  - i. all construction period BMPs have been removed or will be removed by a date certain specified in the Certification. For any construction period BMPs intended to be converted to post construction operation for stormwater attenuation, recharge, and/or treatment, the conversion is allowed by the MassDEP Stormwater Handbook BMP specifications and that the BMP has been properly cleaned or prepared for post construction operation, including removal of all construction period sediment trapped in inlet and outlet control structures;
  - ii. as-built final construction BMP plans are included, signed and stamped by a Registered Professional Engineer, certifying the site is fully stabilized;
  - iii. any illicit discharges to the stormwater management system have been removed, as per the requirements of Stormwater Standard 10;



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**C. General Conditions Under Massachusetts Wetlands Protection Act (cont.)**

iv. all post-construction stormwater BMPs are installed in accordance with the plans (including all planting plans) approved by the issuing authority, and have been inspected to ensure that they are not damaged and that they are in proper working condition;

v. any vegetation associated with post-construction BMPs is suitably established to withstand erosion.

c) The landowner is responsible for BMP maintenance until the issuing authority is notified that another party has legally assumed responsibility for BMP maintenance. Prior to requesting a Certificate of Compliance, or Partial Certificate of Compliance, the responsible party (defined in General Condition 18(e)) shall execute and submit to the issuing authority an Operation and Maintenance Compliance Statement ("O&M Statement") for the Stormwater BMPs identifying the party responsible for implementing the stormwater BMP Operation and Maintenance Plan ("O&M Plan") and certifying the following:

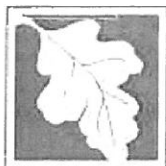
i.) the O&M Plan is complete and will be implemented upon receipt of the Certificate of Compliance, and

ii.) the future responsible parties shall be notified in writing of their ongoing legal responsibility to operate and maintain the stormwater management BMPs and implement the Stormwater Pollution Prevention Plan.

d) Post-construction pollution prevention and source control shall be implemented in accordance with the long-term pollution prevention plan section of the approved Stormwater Report and, if applicable, the Stormwater Pollution Prevention Plan required by the National Pollution Discharge Elimination System Multi-Sector General Permit.

e) Unless and until another party accepts responsibility, the landowner, or owner of any drainage easement, assumes responsibility for maintaining each BMP. To overcome this presumption, the landowner of the property must submit to the issuing authority a legally binding agreement of record, acceptable to the issuing authority, evidencing that another entity has accepted responsibility for maintaining the BMP, and that the proposed responsible party shall be treated as a permittee for purposes of implementing the requirements of Conditions 18(f) through 18(k) with respect to that BMP. Any failure of the proposed responsible party to implement the requirements of Conditions 18(f) through 18(k) with respect to that BMP shall be a violation of the Order of Conditions or Certificate of Compliance. In the case of stormwater BMPs that are serving more than one lot, the legally binding agreement shall also identify the lots that will be serviced by the stormwater BMPs. A plan and easement deed that grants the responsible party access to perform the required operation and maintenance must be submitted along with the legally binding agreement.

f) The responsible party shall operate and maintain all stormwater BMPs in accordance with the design plans, the O&M Plan, and the requirements of the Massachusetts Stormwater Handbook.



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**C. General Conditions Under Massachusetts Wetlands Protection Act (cont.)**

- g) The responsible party shall:
1. Maintain an operation and maintenance log for the last three (3) consecutive calendar years of inspections, repairs, maintenance and/or replacement of the stormwater management system or any part thereof, and disposal (for disposal the log shall indicate the type of material and the disposal location);
  2. Make the maintenance log available to MassDEP and the Conservation Commission ("Commission") upon request; and
  3. Allow members and agents of the MassDEP and the Commission to enter and inspect the site to evaluate and ensure that the responsible party is in compliance with the requirements for each BMP established in the O&M Plan approved by the issuing authority.
- h) All sediment or other contaminants removed from stormwater BMPs shall be disposed of in accordance with all applicable federal, state, and local laws and regulations.
- i) Illicit discharges to the stormwater management system as defined in 310 CMR 10.04 are prohibited.
- j) The stormwater management system approved in the Order of Conditions shall not be changed without the prior written approval of the issuing authority.
- k) Areas designated as qualifying pervious areas for the purpose of the Low Impact Site Design Credit (as defined in the MassDEP Stormwater Handbook, Volume 3, Chapter 1, Low Impact Development Site Design Credits) shall not be altered without the prior written approval of the issuing authority.
- l) Access for maintenance, repair, and/or replacement of BMPs shall not be withheld. Any fencing constructed around stormwater BMPs shall include access gates and shall be at least six inches above grade to allow for wildlife passage.

Special Conditions (if you need more space for additional conditions, please attach a text document):

**See attached findings and special conditions numbered 21-51 on pages 9A & 9B & 9C**

20. For Test Projects subject to 310 CMR 10.05(11), the applicant shall also implement the monitoring plan and the restoration plan submitted with the Notice of Intent. If the conservation commission or Department determines that the Test Project threatens the public health, safety or the environment, the applicant shall implement the removal plan submitted with the Notice of Intent or modify the project as directed by the conservation commission or the Department.

**FINDINGS:**

**On 7/12/2021 the Conservation Commission made the following findings relative to this project:**

- a. The project meets the submittal requirements for issuance of an Order of Conditions under the Wetlands Protection Act (M.G.L. c. 131, § 40) and the Town of Hingham Wetland Regulations.
- b. The work described is within an area subject to protection under the Wetlands Protection Act (M.G.L. c. 131, § 40) and the Town of Hingham Wetland Regulations, and will not alter or adversely affect the area subject to protection under the Act or the Regulations.
- c. For the purpose of this filing, the Commission confirms the delineation of Bordering Vegetated Wetland flags WF 1-13 to WF 1-15, but makes no finding as to the exact boundaries of other wetland resource areas.

**CONDITIONS** – All conditions are in support of the Commission's evaluations of this project under both the Wetlands Protection Act and the Town of Hingham Wetlands Protection Bylaw unless specifically designated as Bylaw only. **See pages 5 through 9 for General Conditions 1-20.**

**PRIOR TO CONSTRUCTION:**

21. The applicant shall notify the Hingham Conservation Commission in writing of the name, address, and telephone number(s) of the project supervisor or contractor who shall be responsible for ensuring compliance with this Order and shall notify the Commission, by telephone or writing, at least 48 hours prior to commencement of work on the site.
22. This document shall be included in all construction contracts and subcontracts dealing with the work and shall supersede all other contract requirements.
23. The project supervisor or contractor in charge of the work shall have a copy of this Order available on the site at all times.
24. Prior to the start of any excavation or construction, there shall be a pre-construction conference on the site between the project supervisor or contractor responsible for the work and an agent of the Commission to ensure that the requirements of this Order are understood.
25. Prior to the start of any excavation or construction, erosion and sediment controls shall be installed, as shown on the final approved plans, and inspected by an agent of the Commission; straw wattles and/or hay bales shall not be used as a form of erosion and sediment control.
26. Erosion and sediment controls shall remain in place until all disturbed or exposed areas have been stabilized with a final vegetative cover or the Commission has authorized their removal.
27. Prior to the start of any excavation or construction, a revised Landscape Plan shall be submitted to the Commission for review and approval. The revised plan shall include the common and scientific name, number, and size for each tree and shrub species proposed in the landscaping (western side) and restoration (southern side) areas. Additionally, the seed mixes for the landscaping area should match those for the restoration area. All plantings and seed mixes in these two areas shall be native species; no cultivars, non-native species, or invasive species shall be allowed.
28. Prior to the start of any excavation or construction, a revised narrative shall be submitted detailing the cubic yards of soil to be cut and the cubic yards of soil to be reused to fill in the demolished house foundation and septic system.



**DURING CONSTRUCTION:**

29. During all phases of construction, all disturbed or exposed areas shall be brought to a finished grade and either a) loamed and seeded for permanent stabilization, or b) stabilized in another way approved by the Commission.
30. Any debris, which falls into any resource area, shall be removed immediately by hand and properly disposed of at an off-site location.
31. All manmade debris dumped in the Inner Riparian Zone shall be removed by hand, prior to the restoration of the Inner Riparian Zone and 100ft Buffer Zone, and properly disposed of at an off-site location, in accordance with Section 23.6 of the Hingham Wetland Regulations and the final approved plans.
32. All demolition and excavated material shall be properly disposed of at an off-site location. No portion of the existing dwelling and associated septic system shall be crushed and buried on site.
33. A portion of the 1,900 cubic yards of material to be exported from the site shall be used for fill and grading following the demolition of the existing dwelling and associated septic system. If the material is determined to be unsuitable for this purpose, notification and justification shall be provided, in writing, to the Commission.
34. Any on site dumpsters shall not be located within 100 feet of any resource area.
35. There shall be no stockpiling of soil or other materials within 100 feet of any resource area. All stockpiles that are not used for more than five days shall be covered and surrounded by erosion and sediment controls; straw wattles and/or hay bales shall not be used as a form of erosion and sediment control.
36. Issuance of these conditions does not in any way imply or certify that the site or downstream areas will not be subject to flooding, storm damage, or any other form of damage due to wetness.
37. Any dewatering activities on the project in which water will be released into any resource area or storm drain shall make use of a stilling pond or similar device to remove sediment before the water is released. Prior to construction, plans for the stilling pond or similar device shall be submitted to the Commission for review and approval.
38. No vehicle or other machinery, refueling, lubrication or maintenance, including concrete washout, shall take place within 100 feet of any resource area.
39. Rooftop runoff from the approved houses shall be infiltrated on site, using either drywells or infiltration chambers, as shown on the final approved plans.
40. Driveway runoff shall be infiltrated on site using infiltration chambers, as shown on the final approved plans.
41. The landscape and restoration areas, located on the western and southern sides of the site, respectively, shall be planted and seeded in accordance with the final approved Landscape Plan.
42. Before executing any change from the plan of record, the applicant must have the Commission's written approval. Any errors found in the plans or information submitted by the applicant shall be considered as changes. Approval from other Town Agents or Inspectors does not relieve the applicant from obtaining approval from the Commission.
43. To prevent encroachment, five pressure treated posts (or other approved demarcation) shall be installed at the 100ft Buffer Zone boundary to protect the resource areas. Said posts shall be secured in concrete and include aluminum signs that read, "Riverfront Area Buffer, Do Not Disturb." No occupancy permit signoff shall occur prior to the posts (or other approved demarcation) being installed. This demarcation shall be maintained in **perpetuity** and shall not expire with the issuance of a Certificate of Compliance.
44. The area south/southeast of the five posts (or other approved demarcation), including the Inner Riparian Zone and a portion of the 100ft Buffer Zone, is to remain naturally vegetated. This condition shall apply in **perpetuity** and shall not expire with the issuance of a Certificate of Compliance.



POST CONSTRUCTION:

45. The use of de-icing chemicals, except for calcium magnesium acetate, a.k.a. CMA, or other alternative approved by the Commission, shall be prohibited on this property because of its proximity and direct hydrologic connection to the Plymouth River, which is a state-listed 303(d) impaired waterway, and the importance of the surrounding resource areas to the groundwater supply and water quality. This condition shall apply in **perpetuity** and shall not expire with the issuance of a Certificate of Compliance.
46. The use of pesticides, herbicides, and fertilizers shall be prohibited on this property because of its proximity and direct hydrologic connection to the Plymouth River, which is a state-listed 303(d) impaired waterway, and the importance of the surrounding resource areas to the groundwater supply and water quality. This condition shall apply in **perpetuity** and shall not expire with the issuance of a Certificate of Compliance.
47. It is the sole responsibility of the owner(s) of record to maintain drainage structures at all times. The property owner(s) shall comply with the approved Long-term Operation and Maintenance Plan, submitted by James Engineering, Inc. and dated February 22, 2020. The property owner(s) is also responsible for retaining records of the maintenance and cleaning for review by the Commission. This condition shall apply in **perpetuity** and shall not expire with the issuance of a Certificate of Compliance.
48. The applicant shall apply for a Certificate of Compliance as soon as work has been completed and prior to the expiration of this Order. If work cannot be completed prior to the expiration of this Order, the applicant shall contact the Commission in writing to apply for an extension at least thirty days prior to the expiration date.
49. The applicant shall submit an "as built" plan to the Commission upon completion of this project. The plan shall be signed by the professional engineer of record, who shall certify that the work has been done in accordance with the approved plans and this Order. This plan must be submitted prior to the issuance of a Certificate of Compliance by the Commission.
50. Prior to the issuance of a Certificate of Compliance, the landscape and restoration area plantings, located on the western and southern sides of the site, respectively, shall survive at least two full growing seasons with a minimum of 75% survival rate. If a 75% survival rate is not achieved, replacement plantings of the same species shall be made by the applicant.
51. The restoration area, located on the southern side of the site, shall be allowed to naturally revegetate with native species following planting and remain as naturally vegetated. In accordance with 310 CMR 10.58, promulgated under M.G.L. c. 131 § 40, further alteration within this restoration area is prohibited, except as may be required to maintain the area in its restored condition. This condition shall apply in **perpetuity** and shall not expire with the issuance of a Certificate of Compliance.



Massachusetts Department of Environmental Protection  
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**WPA Form 5 – Order of Conditions**  
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by MassDEP:

034-1408

MassDEP File #

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## D. Findings Under Municipal Wetlands Bylaw or Ordinance

1. Is a municipal wetlands bylaw or ordinance applicable? ☒ Yes ☐ No
2. The Hingham Conservation Commission hereby finds (check one that applies):
  - a. ☐ that the proposed work cannot be conditioned to meet the standards set forth in a municipal ordinance or bylaw, specifically:

1. Municipal Ordinance or Bylaw

2. Citation

Therefore, work on this project may not go forward unless and until a revised Notice of Intent is submitted which provides measures which are adequate to meet these standards, and a final Order of Conditions is issued.

- b. ☒ that the following additional conditions are necessary to comply with a municipal ordinance or bylaw:

Hingham Wetlands Protection Bylaw

Article 22

1. Municipal Ordinance or Bylaw

2. Citation

3. The Commission orders that all work shall be performed in accordance with the following conditions and with the Notice of Intent referenced above. To the extent that the following conditions modify or differ from the plans, specifications, or other proposals submitted with the Notice of Intent, the conditions shall control.

The special conditions relating to municipal ordinance or bylaw are as follows (if you need more space for additional conditions, attach a text document):

See attached findings and special conditions numbered 21-51 on pages 9A & 9B & 9C



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### E. Signatures

This Order is valid for three years, unless otherwise specified as a special condition pursuant to General Conditions #4, from the date of issuance.

Please indicate the number of members who will sign this form.

This Order must be signed by a majority of the Conservation Commission.

The Order must be mailed by certified mail (return receipt requested) or hand delivered to the applicant. A copy also must be mailed or hand delivered at the same time to the appropriate Department of Environmental Protection Regional Office, if not filing electronically, and the property owner, if different from applicant.

7/28/21

1. Date of Issuance

5

2. Number of Signers

Signature \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Signature \_\_\_\_\_

Signature

Signature

Signature

☐ by hand delivery on

Date

Printed Name Robert P. Masher  
 Printed Name Crystal Kelly  
 Printed Name Thomas S. Kelly  
 Printed Name HENRY R. HIDEHILL III  
 Printed Name Lavne Freeman

Printed Name

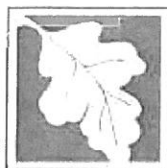
Printed Name

Printed Name

☒ by certified mail, return receipt requested, on

Date

7/28/21



Massachusetts Department of Environmental Protection  
Bureau of Resource Protection - Wetlands

## WPA Form 5 – Order of Conditions

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### F. Appeals

The applicant, the owner, any person aggrieved by this Order, any owner of land abutting the land subject to this Order, or any ten residents of the city or town in which such land is located, are hereby notified of their right to request the appropriate MassDEP Regional Office to issue a Superseding Order of Conditions. The request must be made by certified mail or hand delivery to the Department, with the appropriate filing fee and a completed Request for Departmental Action Fee Transmittal Form, as provided in 310 CMR 10.03(7) within ten business days from the date of issuance of this Order. A copy of the request shall at the same time be sent by certified mail or hand delivery to the Conservation Commission and to the applicant, if he/she is not the appellant.

Any appellants seeking to appeal the Department's Superseding Order associated with this appeal will be required to demonstrate prior participation in the review of this project. Previous participation in the permit proceeding means the submission of written information to the Conservation Commission prior to the close of the public hearing, requesting a Superseding Order, or providing written information to the Department prior to issuance of a Superseding Order.

The request shall state clearly and concisely the objections to the Order which is being appealed and how the Order does not contribute to the protection of the interests identified in the Massachusetts Wetlands Protection Act (M.G.L. c. 131, § 40), and is inconsistent with the wetlands regulations (310 CMR 10.00). To the extent that the Order is based on a municipal ordinance or bylaw, and not on the Massachusetts Wetlands Protection Act or regulations, the Department has no appellate jurisdiction.



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## G. Recording Information

Prior to commencement of work, this Order of Conditions must be recorded in the Registry of Deeds or the Land Court for the district in which the land is located, within the chain of title of the affected property. In the case of recorded land, the Final Order shall also be noted in the Registry's Grantor Index under the name of the owner of the land subject to the Order. In the case of registered land, this Order shall also be noted on the Land Court Certificate of Title of the owner of the land subject to the Order of Conditions. The recording information on this page shall be submitted to the Conservation Commission listed below.

Hingham

Conservation Commission

Detach on dotted line, have stamped by the Registry of Deeds and submit to the Conservation Commission.

To:

Hingham

Conservation Commission

Please be advised that the Order of Conditions for the Project at:

302-304 Whiting Street

Project Location

034-1408

MassDEP File Number

Has been recorded at the Registry of Deeds of:

Plymouth

County

Book

Page

for:

Property Owner

and has been noted in the chain of title of the affected property in:

Book

Page

In accordance with the Order of Conditions issued on:

Date

If recorded land, the instrument number identifying this transaction is:

Instrument Number

If registered land, the document number identifying this transaction is:

Document Number

Signature of Applicant



# Community Preservation Committee PRELIMINARY APPLICATION

**Due Date: September 14, 2021 at 5:00 PM**

## Step 1. DETERMINE PROJECT ELIGIBILITY/PRELIMINARY APPLICATION

Because of the complexities of the CPA law, the committee requires all project applicants to begin the application process by submitting a one-page Preliminary Application Form. No funding application will be accepted unless this application has been submitted and approved. Applicants should refer to the "Community Preservation Fund Allowable Use Table" attached in this packet when completing this form. This information comes from the Department of Revenue and contains the most up to-date information on both the definitions of the four CPA program areas (Open Space, Historical Preservation, Community Housing, and Recreation), and the allowed uses of CPA funds in the four areas. Preliminary Application Forms may be submitted at any time. Please submit via email to: [CPC@hingham-ma.gov](mailto:CPC@hingham-ma.gov)

The CPC will review Project Eligibility Determination Forms.

Applicants will be notified, as soon as possible, whether their project is eligible for CPA funds.

### Project Name:

**Building Better Futures in Hingham**

### Project Goals:

The goals are to build two affordable homes in Hingham, at 302 and 304 Whiting Street. Both colonial-style single family residences will consist of 3 bedrooms/ 1.5 baths, approximately 1,237 sf. each.

This project budget is \$612,247 total for the two houses. We expect the budget to increase as lumber has increased in price 300% year-to-year. We have raised \$125,000 to date. While we anticipate starting construction in the spring of 2022, we must raise 75% of the construction costs prior to breaking ground. Projected completion is spring of 2023.

**Project Total Cost:** \$ 612,247.00

**CPA Request:** \$ \$100,000

**Contact Person: Name:** Jill Tompkins, Sr. Development Officer

**Email:** [jtompkins@sshahabitat.org](mailto:jtompkins@sshahabitat.org)

**Phone:** 781-337-7744 x18

### Project Information:

**Project Site Address:** 302 & 304 Whiting Street, Hingham, MA

Purpose (please check all that apply)

☐ Open Space ☐ Historic  
☐ Recreation ☐ Community Housing

**Project Site Assessors Map/Parcel:** 187-0-24

**Project Site Deed Book/Page:** BK 44803 PG 78

**Current Owner:** Trustees of the Hingham Affordable Housing Trust

### Brief Project Description:

The Town of Hingham awarded South Shore Habitat for Humanity property to build two single-family homes on a site know as 302 & 304 Whiting Street. Each home will be 1,250 sf. with 3 bedrooms/ 1.5 baths. This project will help revitalize the neighborhood by tearing down an abandoned single-family home, and constructing two affordable single-family homes. The two houses on Whiting Street are being managed as one project for cost efficiencies. This project includes additional work reflected in the budget: demolition of the abandoned structure, removal of the septic, a shared road/driveway, a sidewalk installation, bamboo removal, stream conservation and construction of a substantial retaining wall with tree screening along abutter property lines.

**For CPC Use** Eligible: \_\_\_\_\_ Not Eligible: \_\_\_\_\_ Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_

*Any questions, please email [CPC@Hingham-ma.gov](mailto:CPC@Hingham-ma.gov)*



## WORK AUTHORIZATION

July 29, 2021

Craig Chisholm  
Corcoran Management Company  
100 Grandview Road, Suite 205  
Braintree, MA 02184  
[cchisholm@corcoranmgmt.com](mailto:cchisholm@corcoranmgmt.com) 339-225-0734

**Property Name:** Lincoln School Apartments (1 Building, 60 Units)

**Property Address:** 86 Central St, Hingham, MA 02043

ON-SITE INSIGHT, Inc. (OSI) will perform the below described services for the above captioned projects. Please execute this agreement authorizing us to proceed for the proposed fee and terms. No work will be performed until you return this authorization, properly executed. Cooperation in providing OSI with necessary information and assistance in performing the work is assumed. Acceptance of this agreement by signature authorizes OSI to proceed as described, and commits the client to perform tasks as herein provided

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### SCOPE OF SERVICES – Capital Needs Assessment / Accessibility Assessment

- **Scope of Work** – The assessment will determine the overall physical condition of the property through evaluation of the site, building architecture, systems and 10% sample of 6 dwelling units.
- **Field Assessment** – Accurate and complete field assessments require site and building plans, adequate escorts for field assessors, and appropriate resident notification by management.
- **Accessibility Assessment** – Evaluate the property's physical compliance with the Uniform Federal Accessibility Standards (UFAS) as required by Section 504 of Rehabilitation Act of 1973.
- **Preliminary Report** – Consists of a 20-year capital needs evaluation in executive summary and quantitative form (including replacement reserve analysis in appropriate format) plus photographic documentation and graphic presentation of key observations/findings. Client to receive electronic copy in PDF format.
- **Joint Review of Preliminary Report** – fee is inclusive of one round of joint review, conducted by phone. Client should have all appropriate parties participate in this discussion
- **Final Report** – Final report to incorporate joint review comments by client. Client to receive electronic copy in PDF format.
- **Additional Services** – Additional services, including but not limited to Post Rehab, additional rounds of report review, presentations of report findings to other interested parties, and meetings conducted in person or after normal business hours, will be subject to additional charges billed at Senior Associate rate of \$295 per hour.
- **Work does not include assessment of presence of any environmentally hazardous materials (e.g., asbestos or lead-based paint), architectural or engineering services.**

### FEE:

- \$4,650 Payable as follows:
  - \$2,325 due on signing this agreement. X \_\_\_\_\_  
Initials here
  - Balance due 30 days from the issue of the Preliminary Report.

83 Morse Street • Suite 6  
Norwood, MA 02062-4350  
617.502.5985  
[on-site-insight.com](http://on-site-insight.com)

**Property Name:** Lincoln School Apartments (1 Building, 60 Units)

**Property Address:** 86 Central St, Hingham, MA 02043

**TERMS & CONDITIONS:**

- The client agrees that any amount unpaid after thirty days will be subject to interest at the rate of 18% per year (1.5% per month) until such unpaid amount is paid in full. Additionally, client will be responsible for the reasonable cost of collection of any such unpaid amounts, including collection and attorney's fees.
- Provided On-Site Insight is not negligent in performing its duties, the Customer hereby indemnifies and holds harmless On-Site Insight, its subsidiaries, its principals, shareholders, agents and representatives, from any claims, causes of action, lawsuits, demands or any other costs (including legal fees) that may be incurred as a result of On-Site Insight's work in connection with the transaction, as a result of actions undertaken by On-Site Insight at the behest of the Customer, or actions taken by the Customer, or others in full or partial reliance on the services, information or work product provided by On-Site Insight. On-Site Insight hereby indemnifies and holds harmless Customer, its principals, shareholders, agents and representatives, from any claims, causes of action, lawsuits, demands or any other costs (including legal fees) that may be incurred as a result of actions undertaken by On-Site Insight. On-Site Insight's liability under this Section shall not exceed the total compensation received by On-Site Insight hereunder.
- Work (including issue of final report) to be completed on a schedule to be agreed upon, assuming prompt response by client to schedule and report requirements.
- Changes in schedule or scope of work after agreement will entail change in terms, including but not limited to due date and fee.
- Work will be performed to endeavor to be in compliance with applicable governmental and professional standards, regulations and requirements, with normal care and competence.
- The fee quoted is valid for 90 days.

OSI:

Agreed & Accepted:

By:



By:

Title:

Chief Executive Officer

Title:

Date: July 29, 2021

Date:

Operations Manager: Karen Dubowski

**PLEASE NOTE OUR REMITTANCE ADDRESSES HAVE CHANGED**

**FOR CHECK PAYMENTS SENT BY US MAIL**

Please mail your check payment to the following address:

On-Site Insight, Inc.  
PO Box 412518  
Boston, MA 02241-2518

**FOR WIRE TRANSFER PAYMENTS**

Bank of America, 100 Federal Street, Boston, MA 02110

Routing Number: 026009593  
Account Number: 004640502919  
Account Name: On-Site Insight, Inc.

**FOR OVERNIGHT DELIVERY OF PAYMENTS**

Please send all overnight delivery of payments to the following address:

Bank of America Lockbox Services  
On-Site Insight Inc. 412518  
MA5-527-02-07  
2 Morrissey Blvd.  
Dorchester, MA 02125



August 5, 2021

Craig Chisholm  
Lincoln Apartments, LLC  
86 Central Street  
Hingham, MA

Re: Lincoln School Apartments – Hingham, M

Dear Craig:

Pursuant to our conversation we offer the following proposal for consulting engineering services to conduct a capital needs assessment of the apartment complex known as the Lincoln School Apartments. Our understanding is that the portfolio consists of 60 units within 2 inter-connected buildings that were built in 1912 and 1980 and is located in Hingham, MA. The scope of the review is a visual property inspection consistent with the ASTM 2018-15 for capital planning analysis to provide an understanding of the condition of the buildings and systems and the nature and magnitude costs of the items requiring capital monies to maintain and preserve the buildings and grounds. We will provide a 5-year capital expense planning spreadsheet as a part of our report. The spreadsheet will provide capital costs by individual line items and a roll up cost for the building. In addition, we will survey up to 10% (6 units) to review windows, unit finishes, ADA/ FHA compliance and to inspect HVAC, electrical, life safety and general conditions and provide a list of any findings. This will be a Level 1 review with a 5-person engineering team from C<sup>3</sup> visiting the property experienced in envelope, HVAC, electrical, plumbing, life safety systems, elevators, ADA and general building construction.

#### Scope of Services

##### **Building Component Analysis**

- *Site/Landscaping*- utilities, paving, walkways sub-grade, drainage.
- *Structural System*- review of structural frame and floors.
- *Façade/envelope and roofs*– general inspection of foundations and structural frame, façade and roofs by visual means using binoculars from ground level and review of any past repair history.
- *Mechanical Systems* –adequacy of utility services, HVAC systems, plumbing, fire protection/ life safety, and energy management systems.
- *Electrical Systems* – transformers, distribution, lighting, fire alarms, and life safety systems.
- *Finish Materials* – flooring, wall covering, fixtures, common areas, corridors, restrooms, offices, etc.
- *General Construction* – windows, exterior and interior walls, stairways, elevators and other modes of vertical transportation, common area floors, rest rooms and handicap provisions.
- *ADA Compliance*- a common area ADA survey of entrance/egress points, restrooms, special use areas, etc.
- *Roofing* – type, insulating, qualities, slope, flashing, drainage, expansion joints, remaining useful life.
- *Unit Interiors*- Survey 10% of units for windows, ADA/FHA.



Client will determine values for recurring roll over costs, unit or common area upgrades required for marketing, and unit upgrades based upon cyclical needs for kitchens and bath renovations.

- *Elevators*- Perform an Elevator Assessment Survey for the (1) elevator on the premises. We will ride the elevator, review the equipment and make recommendations on timing for repairs and/or modernization.
- *Environmental*- We ask for any past environmental reports that quantify the presences of asbestos, lead paint, PCB's, etc. as the presence of hazardous materials can impact the capital projects costs.
- Commentary shall include comments on the quality of design and construction, as these items relate to all appropriate building codes and regulations and generally accepted industry standards, current condition of building components, and potential maintenance problems in the future.

#### **Deficiencies and Recommendations**

- A listing of any significant deferred maintenance items, hazardous conditions or major capital repairs/expenses to be anticipated over the next ten years, with an estimate of the cost to repair or place.
- A commentary on any Building or Fire Department violations or any concerns or issues related thereto.

#### **Evaluation Methodology**

- Review of existing Building plans.
- Visual inspection of all Building systems.
- Review of warranties.
- Interview of on-site Building personnel to determine the level of building maintenance which has been performed and to identify any deferred items and capital requirements.
- Existing service contracts such as fire alarm, HVAC, etc. will be reviewed to better determine the preventive maintenance level.  
The work would be conducted by engineering and construction professionals experienced in the design, construction and operation of these types of buildings.

#### **Report Contents**

- Details of the capabilities and limitations of the existing building systems with respect to the intended usage requirements.
- Comment on the construction methods in relation to good engineering practice.
- Deficiencies will be defined as to their severity and timing for correction.
- Cost estimates based upon comparable construction costs will be provided for budget or negotiation purposes.
- Code deficiencies will be identified and their required improvements price.

#### **General Provisions**

- The availability of Building Management personnel during the review.
- All existing building plans made available for our review.
- Building access for visual inspection of all building systems.
- Complete list detailing our requirement will be sent to the building's personnel prior to on-site work.



**Additional Services  
Not Included in  
Scope**

- Site environmental studies.
- Destructive testing -if we note any issues from visual inspection that suggest further review or testing beyond visual means we will discuss this issue and options with you and only proceed with additional work at your direction.
- Façade drops or close-up surface inspection requiring special rope access equipment or permits.
- The cost of building service contractors or in-house personnel required to conduct the inspection.
- Performance testing of mechanical or life safety systems.
- Detailed sub-surface inspections.
- Seismic PML study.
- Area calculations.

**Schedule  
Draft Capex &  
Report**

- Site visit within 2 weeks of acceptance.
- Draft 5-year capex spreadsheet within 5 days of our site visit.
- Draft PCA report within 5-7 days of review of the 5-year capex.
- Within 5 business days of your review of the draft report.

**Final Written  
Report**

**Fee**

- **\$13,500** – includes Coordination, Site visit, Unit walk, C3 report preparation and capex projections.
- Plus, reimbursable expenses estimated at \$350.
- Terms are Net 30 Days.
- Expenses are at cost plus 10%.

**Billable Rates for  
Additional Services**

- |                                |            |
|--------------------------------|------------|
| • Principal                    | \$300/hour |
| • Senior Code Consultant       | \$200/hour |
| • Sr. Project Manager/Engineer | \$175/hour |
| • Project Manager              | \$150/hour |

**Insurance Coverage**

- |                                    |             |
|------------------------------------|-------------|
| • General Liability - Aggregate    | \$2,000,000 |
| • Auto Liability                   | \$1,000,000 |
| • Excess Umbrella Liability        | \$1,000,000 |
| • Workers Compensation - Statutory |             |
| • Professional Liability Limit     | \$100,000   |

I trust this proposal is in keeping with the inspection needs for the property. I thank you for the opportunity to be of service and look forward to working with you on this assignment.

Sincerely,

Approved and Accepted By:

*John Bruggese*

Sr. Project Manager

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## Silveira, Michael

---

**From:** Ravi Tejaa Mannuru <ravi@sciabacorp.com>  
**Sent:** Tuesday, August 3, 2021 8:42 AM  
**To:** Wentworth, Emily  
**Cc:** Silveira, Michael; Edward Sciaba; Bobby Sathi  
**Subject:** RE: Requisition #5  
**Attachments:** Requisition #5.pdf

Hello Emily,

Attached please find the Requisition #5 for 29 Rhodes circle and proposal to perform extra work.

- Plumbing final inspection and building occupancy certificate will be requested this week.

Extra Work as discussed

- 1) Paving the left driveway - \$4150
- 2) Painting back of the house wood shingles - \$1800
- 3) Patching 2 holes in rear vinyl siding - \$600

Please let me know if you have any questions

499 Cushing street proposal will be sent out shortly.

Thanks

**Ravi Mannuru**  
**Assistant Project Manager, Sciaba construction corp**

+1 (510) 815-3905 | [Ravi@sciabacorp.com](mailto:Ravi@sciabacorp.com)

[www.sciabacorp.com](http://www.sciabacorp.com)

1801 main Street, Walpole, MA 02081



[www.mcohousingservices.com](http://www.mcohousingservices.com)

206 Ayer Road, Suite 5, P.O. Box 372, Harvard, MA 01451 • (978) 456-8388 • FAX: (978) 456-8986

## CONTRACT FOR SERVICES

**Service Provider:** MCO Housing Services, LLC (MCO)

**Owner/Client:** Emily Wentworth  
Hingham Affordable Housing Trust

**Project Description:** 29-31 Rhodes Circle, Hingham  
2 affordable condominiums

**Contact:** Emily Wentworth  
781-741-1494/[wentworthe@hingham-ma.gov](mailto:wentworthe@hingham-ma.gov)

MCO Housing Services, LLC will provide the following scope of services:

- Meetings with Developer and Host Community to secure necessary information on affordable units and program scheduling;
- Review project approvals and establish proposed unit pricing in accordance with program guidelines.
- Preparation of LAU Application, Affirmative Fair Marketing & Outreach Plan which shall be acceptable to Host Community and MassHousing & DHCD, based upon program guidelines and generally accepted practices;
- Meet with local organization(s) as needed to outline program and address concerns;
- Develop application package and distribute project related materials to interested applicants and organizations;
- Implement Marketing Program to secure applicants for homes;
- Post project information and lottery application on-line at [www.mcohousingservices.com](http://www.mcohousingservices.com) and send out project specific communication to our **EXCLUSIVE** affordable housing database. Our database is now in **EXCESS of 10,000 interest applicants** and growing every day;
- Hold public information meeting locally for interested applicants;
- Conduct one open house, if able, per lottery;
- Accept and review applications to ensure eligibility;
- Conduct lottery in conjunction with host community and in compliance with requirements;
- Determine Lottery Winner(s);
- Act as Qualifying Agent for Winner(s) to ensure full program compliance;
- Secure necessary sign offs to convey from designated Monitoring Agent;
- Work with selected applicants and their lenders to ensure Buyers receive appropriate mortgages;
- Provide documentation to Monitoring Agent for the preparation of closing documents.

*It is generally agreed that MCO Housing Services, LLC shall co-ordinate all aspects of the affordable unit's distribution in a manner that is professional and in compliance with accepted standards and with the established monitoring agent.*



*MCO Housing Services, LLC is NOT be responsible for any interface regarding construction aspect of the development (i.e. discussing affordable specifications, home inspections, walk throughs, selections, etc).*

*Developer Responsibilities:*

- The Developer shall complete the CLIENT PROJECT WORKSHEET (to be provided by MCO) and provide all materials outlined in the worksheet.
- The Developer shall provide copies of project approvals and any relevant documents regarding project affordability issues;
- The Developer shall provide site plan, floor plan(s) & elevations electronically for information packet design, applications and marketing outreach activities. The better the quality of the materials to more successful outreach activities will be;
- The Developer shall be responsible for all state, local and Monitoring Agent fees, if applicable;
- The Developer shall provide representation at the Public Information Meeting to answer project specific questions;
- The Developer shall provide a specific contact for purchasers to secure unit information and general project information;
- The Developer shall prepare, distribute and secure signatures of Purchase and Sale Agreement for affordable buyers.

*MCO Housing Services, LLC Compensation:*

- MCO Housing Services, LLC shall be compensated as follows:  
Phase 1: Draft Affirmative Fair Marketing and Lottery Plan - \$3,500 payable at submission of LAU Application to DHCD  
Phase 2: Marketing Units – 4% per unit payable at each closing
- A \$3,000 deposit shall be paid upon the execution of this agreement. Remaining fees shall be paid upon unit conveyance. The deposit will be deducted from the last unit closing(s).
- MCO Housing Services, LLC shall pay for all expenses in association with the development's outreach program including the posting of website, advertising, printing, postage and distribution of information to all interested parties.
- Any and all expenses for reasonable accommodations (i.e. sign language interpreter, translation services or other necessary communication aids.) will be paid directly by property developer. These expenses are not common, but are necessary occasionally, particularly in urban locations.

I agree and am authorized to approve the scope of service and compensation plan for marketing and lottery services for affordable homes for 29-31 Rhodes Circle in Hingham, MA.

\_\_\_\_\_  
Emily Wentworth, Senior Planner  
***Town of Hingham/Hingham Affordable Housing Trust***

\_\_\_\_\_  
Date

\_\_\_\_\_  
Maureen M. O'Hagan for  
***MCO Housing Services, LLC***

\_\_\_\_\_  
Date

# PROPOSAL FOR 40B CONSULTATION SERVICES

## 29-31 RHODES CIRCLE, HINGHAM, MA

*L.A. Associates, Inc. has been providing affordable housing consultation services for over 20 years. We are proficient and knowledgeable about DHCD and MassHousing program guidelines and have successfully navigated the complicated permitting process for many developers. Its principal, Kristen Costa is a certified lottery agent with the state of Massachusetts and has experience in all aspects of affordable housing including buyer qualifications and unit sales and re-sales.*

The following proposal is submitted by L.A. Associates, Inc. for affordable housing lottery services provided to the **Hingham Affordable Housing Trust** for a project which includes **2** affordable housing units. Said services shall be in accordance with the Department of Housing and Community Development (DHCD) Local Initiative Program for Local Action Units.

### SCOPE OF SERVICES – LOTTERY AGENT

#### **Task 1: Develop Affirmative Fair Marketing and Lottery Plan**

1. Prepare and submit draft Lottery and Marketing Plans to the Hingham Affordable Housing Trust to be included with the LAU Application to DHCD.
2. Incorporate any revision per DHCD and/or the Trust and prepare final marketing plans.
3. Advertising efforts of affordable units will adhere to Affirmative Fair Marketing in accordance with State guidelines to provide ample opportunity for minority households to apply for the lottery.
4. Ads will appear in publications serving the targeted minority groups. Notices will also be sent to area media, cable television bulletins, housing agencies, civic groups and other agencies and non-profit organizations.
5. Conduct an information workshop to educate the public and potential lottery participants about the project and the lottery. The application process will be explained and application materials will be available.

#### **Task 2: Distribute Application Materials**

1. Prepare application package for prospective affordable homebuyers including project information, program information and lottery application documents.
2. Distribute lottery packages to Hingham Town Hall and Hingham Public Library to be available for pick-up by prospective buyers.
3. Upload application package to websites including L.A. Associates and MassAccess, and distribute via electronic mail and direct mail upon request. A representative from L.A. Associates, Inc. will offer to answer questions and/or assist applicants in completing the application.
4. Conduct lottery information meeting for prospective applicants.

### **Task 3: Lottery Selection**

1. Immediately review each application received for completeness and request additional information, if necessary. All applications will be evaluated using the criteria set forth in the Resident Selection Plan approved by DHCD. Applicant information and preference qualifications will be verified prior to inclusion in the lottery.
2. Notify qualifying applicants of their registration number and the time and place of the lottery.
3. Conduct the lottery.
4. Maintain a list of households that were not awarded units in the event winners elect not to purchase.

### **Task 4: Final Qualification and Occupancy**

Prior to closing, applicant information will be submitted to DHCD for verification of eligibility. L.A. Associates, Inc. will assist in coordinating conveyance of units and occupancy of buyers.

### **MARKETING / LOTTERY COSTS**

All costs associated with application preparation and submittal, online marketing, distribution of flyers, advertising, lottery activities, and administrative costs will be incurred by L.A. Associates, Inc.

### **SCHEDULE OF SERVICES**

L.A. Associates, Inc. is prepared to begin development and implementation of lottery activities immediately. Upon acceptance of this proposal, we will begin preparing marketing materials to be submitted with the LAU Application to DHCD for approval.

### **FEE FOR LOTTERY SERVICES**

2.5% of the sale price of each of the 2 affordable units to be paid as follows:

\$1,000.00 with proposal includes draft of marketing materials for LIP application (\$500.00 per unit)

\$2,000.00 at completion of lottery (\$1,000.00 per unit)

Balance of 2.5% of unit sale price less \$1,500.00 due at each unit closing.

### **AUTHORIZATION**

Acceptance of this proposal provides authorization of L.A. Associates, Inc. to proceed with providing the services under the terms stated herein.

This Proposal is hereby accepted this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

Hingham Affordable Housing Trust

\_\_\_\_\_  
By: Amy Farrell, Chairperson

HINGHAM AFFORDABLE HOUSING TRUST TREASURER'S REPORT						
June 2021						
8520-10400 Fund		Opportunity Fund	General Fund	Cushing Street	HAHT TOTAL	
OPENING BALANCES June 1, 2021		\$ 242,094.28	\$ 308,422.43	\$ 48,380.81	\$ 598,897.52	
HOUSING TRUST FUNDS						
Address/Account	Item	Expenses(-)	Revenues(+)	Total	Date	
Bank Interest #10-122	Interest		\$ 7.07	\$ 7.07	6/30/2021	
				\$ 7.07		
LSA #10-851	Cavanaro Consulting	\$ (4,442.10)		\$ (4,442.10)	6/2/2021	
	Cavanaro Consulting	\$ (2,655.10)		\$ (2,655.10)	6/30/2021	
				\$ (7,097.20)		
499 Cushing Street #10-863	Rent		\$ 2,000.00	\$ 2,000.00	6/30/2021	
				\$ 2,000.00		
29-31 Rhodes Circle #10-864	Richardson Insurance	\$ (2,028.00)		\$ (2,028.00)	6/2/2021	
	HMLP	\$ (1.42)		\$ (1.42)	6/7/2021	
	Sciaba Construction	\$ (31,825.00)		\$ (31,825.00)	6/7/2021	
	Sciaba Construction	\$ (40,565.00)		\$ (40,565.00)	6/17/2021	
	Weir River Water	\$ (80.16)		\$ (80.16)	6/28/2021	
	Sciaba Construction	\$ (44,519.85)		\$ (44,519.85)	6/30/2021	
	HMLP	\$ (10.41)		\$ (10.41)	6/30/2021	
	HMLP	\$ (10.13)		\$ (10.13)	6/30/2021	
				\$ (119,039.97)		
TOTALS		\$ (126,137.17)	\$ 2,007.07	\$ (124,130.10)		
ENDING BALANCES June 30, 2021						
		Opportunity Fund	General Fund	Cushing Street	HAHT TOTAL	
		\$ 115,957.11	\$ 308,429.50	\$ 50,380.81	\$ 474,767.42	

HINGHAM AFFORDABLE HOUSING TRUST TREASURER'S REPORT						
July 2021						
8520-10400 Fund		Opportunity Fund	General Fund	Cushing Street	HAHT TOTAL	
OPENING BALANCES July 1, 2021		\$ 115,957.11	\$ 308,429.50	\$ 50,380.81	\$ 474,767.42	
HOUSING TRUST FUNDS						
Address/Account	Item	Expenses(-)	Revenues(+)	Total	Date	
Bank Interest #10-122	Interest		\$ 7.67	\$ 7.67	7/31/2021	
Clerical Services #10-850	Part-Time Clerical Services	\$ (524.70)		\$ (524.70)	7/22/2021	
499 Cushing Street #10-863	Richardson Insurance	\$ (2,738.28)		\$ (2,738.28)	7/30/2021	
	Rent		\$ 3,195.00	\$ 3,195.00	7/31/2021	
29-31 Rhodes Circle #10-864	Grant Repayment		\$ 74,951.53	\$ 74,951.53	7/31/2021	
	Sciaba Construction	\$ (2,561.53)		\$ (2,561.53)	7/12/2021	
TOTALS		\$ (5,824.51)	\$ 78,154.20	\$ 72,329.69		
ENDING BALANCES July 31, 2021						
		Opportunity Fund	General Fund	Cushing Street	HAHT TOTAL	
		\$ 187,822.41	\$ 308,437.17	\$ 50,837.53	\$ 547,097.11	